

**Special Emphasis Program  
Diversity Advisory Committee Meeting  
February 14, 2006 – Building 383, Room116  
9:00 a.m. – 10:30 a.m.**

**Present:**

Frank Baca, Chair, Office of the Director  
Maggie Wood, Vice-Chair, Sandia Site Office  
Marcos Garcia, Alternate Hispanic Employment Program Manager  
Sheila Rednose, American Indian Program Manager  
Elizabeth Donnelly, Older Worker's Program Manager  
Michelle Mallory, Black Employment Program Manager  
Mike Perez, Committee for People with Disabilities Program Manager  
Blanca St. Clair, CWPDP Alternate CPWD  
Shirley Peterson, Federal Women's Program Manager  
Yolanda Girón, EEO & Diversity Office  
Debbie Allison, EEO & Diversity Office  
Karen Harger, EEO & Diversity Office  
Patty Padilla, EEO & Diversity Office  
Andrea Kaniho, Asian Pacific American Program  
Don Garcia, FWP Senior Manager Diversity Champion  
Debby Miller, APAP Senior Manager Diversity Champion  
Brenda Carroll, HRD for Rosa Benavidez

**Absent:**

Pat Cream, Gay, Lesbian, Straight Co-Workers Program  
Tom Gutierrez & Pat Higgins, NA-13  
Tena Chavez, Office of Secure Transportation, NA-15

**Recorder:** Yolanda Girón

**Welcome:** Frank Baca, Chair

**Jackson Middle School Tutoring; Annual Book Drive & Veteran's Day:** Frank Baca

Under the auspicious of the SEP DAC, Karen Boardman and Frank would like to have a volunteer from one of the SEPs to be responsible for the Jackson Middle School Tutoring Program and the Annual Book Drive. Frank stated that Don Garcia has been the lead on this for many years and has done a great job. Don also mentioned that Patty Padilla has also helped him for many years. Elizabeth Donnelly, Older Workers Program volunteered to take the lead.

**Veteran's Day:** Andrea Kaniho, APAP volunteered to take the lead.

**Travel and Training Cuts:** Frank Baca

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Frank stated that the Program Direction which includes salaries and benefits, travel, training, etc. had been cut by 15 Million Dollars. The cuts were 30-40% overall from last year's allocation. However, Frank stated that the good news is the SEPs did not have a reduction; therefore, each SEP group will receive the 2,000.00 for travel to support the SEPM and/or Alternate to attend a National Training Conference. The training dollars had also been requested in support of the National Conference.

**UPDATE:** Friendly reminder to the SEP Managers. Training dollars were requested to support both the Program Manager and Alternate to attend. However, it must be within the \$2,000.00 allocated for each SEP Program. Under separate cover, Debbie Allison sent an email on 3/8/06 reminding SEPMs what their training/travel allocations are. Also asked the SEPMs to please discuss with their Alternate Manager the possibility of sharing the \$2,000 with them so they can determine whether or not they can attend the training with supervisory concurrence.

**Annual Diversity Leadership Forum on Diversity:** Frank stated that we have supported the Annual Diversity Leadership Forum on Diversity for many years and have had money to support 35, which included the SEP Managers. Due to the cutbacks only 10 slots will be allocated for the Forum for the 8 Senior Manager Diversity Champions. Yolanda & Debbie will also attend since they are on the council. If the Diversity Champion cannot attend Frank will have them appoint a Department Manager to attend from their respective organization to attend on their behalf since this training has been designated for supervisory training. This will support the requirement supervisors have to take 4 hours of EEO & Diversity Training in accordance with the DOE Order 311.1B.

**Annual New Mexico EEO Diversity Training Seminar:** The two-day seminar will be held on July 12-13, 2006. Again, due to cutbacks, Frank reduced the support from 55 to 20. We will be able to support the Program Managers and Alternates only and a few members of the EEO Office. Only in the absence of a Program Manager and/or Alternate will we be able to open it up to other council members. The EEO and Diversity Office will work with training and if there are additional slots that become available the council members will be notified.

Maggie Wood, SSO stated that their overall travel allocation has been reduced by 50%.

**Friendly Reminders - Frank Baca:**

As we plan for the SEP educational events during your months such as Women's History, Asian, American Indian, etc., as you are aware, Karen and Frank have decided that each SEP limit the programs to one hour. If you have additional activities such as a Lunch and Learn we also request that you limit it to no more than two additional events

and they are also limited to one hour each. For example, the Women's Program will be having two Lunch and Learn Sessions during their month.

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The announcements are to be disseminated at least two weeks prior to the event through the EEO and Diversity Office.

If you have any questions regarding the above, you can direct them to your liaison in the EEO & Diversity Office.

**Corporate NNSA Diversity Council:** Frank Baca: The 2<sup>nd</sup> quarterly Corporate NNSA Corporate Diversity Council Meeting was held on Thursday, February 2, 2006. As stated in the meeting, Mary Ann Fresco mentioned that the council structure has changed and gave some of the highlights at the meeting. On February 3, 2006, everyone from the Council should have received an email from Linda Delong from Mary Ann's office. It included the Council Structure, Roles and Responsibilities of the Four Separate Committees around Four Areas of Concentration: Recruitment, Retention, Promotion and Recognition and other information pertaining to the Council. If you did not receive it please notify the Lead Committee Champion. They are: Debby Miller, Retention; Dennis Martinez, Promotion, Roger Little, Recruitment, and Mike Zamorski, Recognition. Frank stated that there is a deliverable for the next quarterly Corporate NNSA Diversity Council that is scheduled for April 20, 2006 to report out on the progress that has been made. Prior to that however, the Leads will meet with their groups. Debby Miller stated that their Draft Diversity Council Implementation Plan was also attached to the email.

Maggie Wood stated that the Diversity Cinemas will begin soon and be held on Fridays at noon. All Service Center employees will be invited to attend.

Frank mentioned that Rochelle Lari, SNL attended the Corporate NNSA Diversity Council Meeting, she has a films library and it will be shared with Mary Ann and disseminated to the council members.

**"Draft" Operational Plan for FY- 06:** Mike Perez provided a copy of the "draft" Operational Plan for FY-06. The four lead Champions reviewed the Operational Plan, ensured that the goals tie into Mary Ann's objectives. They also included a status line to track our progress on a quarterly basis. Mike requested recommendations and disseminated it for review by the SEP DAC and other council members. The changes were made and Mike provided a copy to the SEP DAC members present at the 2/14/06 meeting. The Goals and summary of the discussions are as follows:

Goal One – Janelle Armijo-Sanchez, HEP Support management in maintaining a strong, viable and diverse workforce.

A question was raised if there was a list of the upcoming career fairs. Brenda Carroll, Human Resources indicated that we are no longer involved with the career fairs, at the

local level that HQ is now in charge of it. Frank mentioned that Audrey Clark is back with the NNSA and is supporting Ray Greenberg and Jerry Truax on the Future Leaders Minutes of 2/14/06  
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Program. Audrey's office is located near the Office of Public Affairs. Frank recommended that Audrey Clark attend the next meeting to address the Future Leaderships Program and other updates as appropriate. Discussion was also held to possibly have Audrey Clark become a member of the SEP DAC. Mike will talk with Janelle (not present) and ask her to meet with Audrey, give her an update and invite Audrey to the next quarterly meeting.

A question was raised on how we are going to track our progress. Frank asked that the champions look at a metric that might be appropriate for each of the goals. Mike Perez mentioned that he would review the stop light (green/red/yellow) scoring they did in the past.

### **Goal Two – (Champion – Michael Perez)**

Increase coordination and cooperation among the SEPs

### **Goal Three – (Champion – Sheila Rednose)**

Advance team building within NNSA and local communities to create programs services for the betterment of work environment for the NNSA workforce.

Sheila reminded everyone if there are any other items to add or notices to be issued such as science fairs, etc., to let her know and she will have the EEO & Diversity Office disseminate the announcements. Frank asked that we add the Annual Book Drive.

### **Goal Four (Champion – Andrea Kaniho)**

Share best practices, special events, noteworthy accomplishments (individual or organization) and success with all the programs and employees.

Andrea asked if there was an opportunity to give time-off awards. Debbie Allison responded and shared some of the time off awards we've given in the past. For example Lowell Elementary Tutors. There's a formula that used for the time. Also SEPs and Alternates have received time off awards. A question was raised about the council members. Debbie indicated that it has been done in the past, which requires the appropriate approval process.

Brenda Carroll reminded everyone that since normally most of the volunteer time for various activities is accomplished during the normal duty hours that in the time off award nomination to make sure you address the accomplishment on that activity.

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Debbie Allison also stated that it does take time for the approval process, because the Associate Director, Department Manager and the supervisor must concur on the time off awards. This process might change in the future.

Frank also asked the Champions to ensure that they have crosscutting teams on each of the Goals that they have identified. Michael Perez said that a number of council members and others employees, i.e., Sandia Site Office have had the opportunity to review the plan.

Recommendation was made to ensure that we integrate activities to include the Service Center Complex (HQ tenants and Sandia Site Office, this change will also be made on the plan.

Recommendation was made regarding the future leaders program to also assign a Diversity mentor.

Recommendation was made to add what goal it links to on the NNSA SC Operational Plan.

Mike will finalize and have Frank Baca sign the Plan. The signed copy will be disseminated to the SEP DAC with the minutes. (Attachment #1)

#### **UPDATES:**

**Black Employment Program** (Michele Mallory) - The Black History Month Celebration will be held on Tuesday, February 21, 2006, in Building 381, Conference Room 381, A/B/C. Three panelists, they are 1) Mr. Thomas Henderson, Marsha Hardeman, and Charles Becknell, Jr.

Frank asked to have the Talking Points sent to him since Karen Boardman will be in Washington, D.C. next week. He also wants the Senior Manager Diversity Champions involved for all the programs in some form such as providing closing remarks.

Kirtland Air Force Base is having a luncheon on Friday, February 24, 2006, from 11:00 a.m. – 1:00 p.m. at the Mountain View Officer's Club. The Speaker is Judge Tommy Jewel.

**American Indian Program** (Sheila Rednose) – Reminder need AISES volunteers for judges for 3/23 – 3/26/06, at the Albuquerque Convention Center.

We had 10 volunteers for the East San Jose Science Fair (5 were bilingual volunteers).

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**Federal Women's Program** (Shirley Peterson) - Mark your calendars, Women's History Month Celebration will be held on Thursday, 3/30/06, Rochelle Lari, is the guest Speaker from SNL. FWP will also sponsor two Lunch and Learns, Communication Skills – presenter is Shelley Lanier and Resume Writing & Interview Skills, presenter is Leslye Erickson.

**Asian Pacific American Program/Committee for People w/Disabilities and Hispanic Employment Program** - negative report

**Older Worker's Program** – Elizabeth Donnelly – Their celebration will be held in July and the group meets on a monthly basis. They are looking at possibly bringing in a speaker that addresses the psychological aspects of retirement and transition. Frank recommended that they include the new employees that have come on board.

**PLEASE MARK YOUR CALENDARS FOR THE REMAINDER OF THE YEAR:**

- Tuesday, May 9, 2006, 9:00 a.m.-11:00 a.m., Bldg. 383, Conference Room 116
- Tuesday, August 8, 2006, 9:00 a.m. -11:00 a.m., Bldg. 383, Conference Room 116